UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
P.O. Box 2415
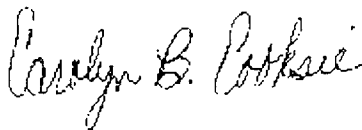Washington, DC 20013-2415

<div style="border">Notice FC-77</div>

For: State and County Offices

Farm Credit Monthly Management Report (Report FCMMR)

Approved by: Acting Deputy Administrator, Farm Credit Programs

[signature: Carolyn B. Cookse]

1 Overview

**A
Background**

The County Office Operating Report (COORS) will no longer be prepared on Form FmHA 2006-11 and sent to St. Louis. Instead, County Offices will be required to enter data in System/36 and transmit the report directly to KCMO.

**B
Purpose**

This notice:

· provides:

   · instructions for entering data and printing Report FCMMR

   · what information will be reported

   · when Report FCMMR is due

· replaces expired Notice FC-27, dated March 7, 1996, and Notice FC-29, dated March 15, 1996.

Disposal Date	Distribution
October 1, 1997	State Offices; State Offices relay to County Offices and Ag Credit Teams

1 Overview (Continued)

C
Contact

Call the FSA National Help Desk for software problems or data entry questions.

For questions related to the report items:

- County Offices shall contact State Offices
- State Offices shall contact Kim Laris, LSPMD, through the Area Office.

2 Action

A
State Office

The report codes established in Notice FC-27 will no longer be used.

State Offices must identify the offices that will be required to submit a report and notify these offices of this action by October 11, 1996.

B
County Offices

County Offices that were identified by their State Office will be required to submit a report related to farm credit activity, using System/36, as follows.

- The first report shall be submitted the week of October 13, 1996, and include information for all of FY 1996. **This information will be a total of reports prepared October 1, 1995 through September 30, 1996.**

- Thereafter, submit the report on the first workday and no later than the fifth calendar day following the month being reported; that is, the report submitted November 1, 1996, is for October 1 through 31, 1996.

If Ag credit teams are reporting, 1 report may be prepared for all counties in their servicing area. Suboffices may submit a report separate from the headquarters office, to include the counties they service. The information reported by suboffices should not be reported by the headquarters office.

Note: **Never submit 2 reports in the same month for 2 different reporting periods,** because it will override the report for the month already submitted.

2 Action (Continued)

C
KCMO Action

KCMO will monitor the submission of Reports FCMMR.

D
Special
Instructions

Exhibit 1 provides instructions for entering the data and producing Report FCMMR. The new Report FCMMR is different than the previous COORS report. There may be information that no longer needs to be reported, and also new information to start reporting for FY 1997.

For the first report due the week of October 13, 1996, for the FY 1996 report, in addition to the other report items, only count the number and amounts as of September 30, 1996, for the following report items:

· number and amount of supervised bank accounts
· number of loan checks on hand at the end of the month.

Also, since the dollar amounts for graduations were rounded to the nearest 10,000 on FY 1996 COORS, the amount entered in the first report can be the rounded amount, but add 3 zeros behind it.

Reporting offices may want to develop a tally sheet or calendar of events to keep track of some of the reporting items; such as, appraisals, yearend analysis completed, bankruptcies, etc. Each action should be identified by the applicant or borrower's name to avoid duplicative reporting and to support the number being reported. Some information should not have to be tallied because it can be obtained from County Office records; such as, subordinations and supervised bank accounts.

File a copy of the printed report and any supporting information in the County Office operational files.

Preparing and Producing Report FCMMR

A
Purpose

This exhibit provides instructions for:

· entering data to prepare Report FCMMR
· producing Report FCMMR.

B
Security Officers

Security Officers shall provide signon ID's and passwords to allow employees to complete the actions described in this notice.

C
Sign On Screen

After the System/36 computer is started, a Sign On Screen will be displayed. Use the following table to respond to the prompts on the Sign On Screen. Advance from field to field by using the "Tab" key, which is next to the letter "Q".

Field	Action
User ID	Enter the user ID assigned by the Security Officer.
Password	Enter the 4-character password assigned by the Security Officer. This password will not be displayed when it is entered.
User Menu	Leave this field blank.
Library	Leave this field blank.
Procedure	Leave this field blank.

After the last field is completed, PRESS "Enter". The "Enter" key is 2 places to the right of the space bar.

The Primary Selection Menu FAX250 will be displayed.

Preparing and Producing Report FCMMR (Continued)

D
Menu FAX250   After Menu FAX250 displays, follow this table.

Step	Action	Result
1	ENTER 4.	
2	PRESS "Enter".	Office Selection Options Menu FAX09002, where processing office is selected, will be displayed.

E
Menu FAX09002   After Menu FAX09002 displays, follow this table.

Step	Action	Result
1	Select the option number associated with the county that is processing the activity. The activity may be a combination of all counties during the reporting period.	
2	PRESS "Enter".	Application Selection Menu FAX07001 will be displayed.

Preparing and Producing Report FCMMR (Continued)

F
Menu FAX07001   After Menu FAX07001 displays, follow this table.

Step	Action	Result
1	ENTER "17".	
2	PRESS "Enter".	Farm Credit Application Main Menu UAA005 will be displayed.

G
Menu UAA005   After Menu UAA005 is displayed, enter the number of the option needed.

IF the user needs to...	THEN...
enter data on the Farm Credit Monthly Management Report Input Screen UAA92000 for the county that is being processed	ENTER "1".
redisplay Menu FAX07001	ENTER "21".
redisplay Menu FAX09002	ENTER "22".
redisplay Menu FAX250	ENTER "23".
redisplay the Sign On Screen	ENTER "24".

Preparing and Producing Report FCMMR (Continued)

**H
Entering Data
on Screen
UAA92000**   Use the following instructions to enter data on Screen UAA92000.

Field	Completion Instructions	Restrictive Information
Real Estate Appraisals Completed by: FSA	Count the number of real estate appraisals completed by FSA employees only.	The number cannot be more than 999.
Real Estate Appraisals Completed by: Other	Count the number of real estate appraisals obtained by an FSA contract or provided by lenders or applicants for loanmaking and servicing decisions. **Note:** This information will not be reported until the first report period for FY 1997, which will cover October 1 through October 31, 1996.	
Chattel Appraisals Completed by: FSA	Count the number of chattel appraisals completed by FSA employees only.	
Chattel Appraisals Completed by: Other	Count the number of chattel appraisals obtained by an FSA contract or provided by lenders or applicants for loanmaking and servicing decisions. **Note:** This information will not be reported until the first report period for FY 1997, which will cover October 1 through October 31, 1996.	
No. of Borrowers Reviewed for Graduation	Count the number of borrowers reviewed to determine whether they can refinance their direct loans to conventional credit.	

Preparing and Producing Report FCMMR (Continued)

H
Entering Data on
Screen UAA92000
(Continued)

Field	Completion Instructions	Restrictive Information
No. of Borrowers Partially Graduated	Count the number of borrowers who refinanced all of their direct operating type loans **or** all of their direct real estate type loans, and had loans of the other type remaining. **Note:** Include borrowers who refinanced without being requested to graduate, or refinanced with guaranteed funds.	The number cannot be more than 999.
Amount (no cents)	Enter the total dollar amount collected from all borrowers who partially graduated. This amount can be obtained from Form FmHA 451-2 or other type collection remittance for these borrowers.	The amount: · cannot be more than 999999999 · must be in whole dollars.
No. of Borrowers Fully Graduated	Count the number of borrowers who refinanced all of their direct loans and are no longer liable to FSA on any other loan. **Note:** Include borrowers who refinanced without being requested to graduate, or refinanced with guaranteed funds.	The number cannot be more than 999.
Amount (no cents)	Enter the total dollar amount collected from all borrowers who fully graduated. This amount can be obtained from Form FmHA 451-2 or other type collection remittance for these borrowers.	The amount: · cannot be more than 999999999 · must be in whole dollars.

Preparing and Producing Report FCMMR (Continued)

**H
Entering Data on
Screen UAA92000
(Continued)**

Field	Completion Instructions	Restrictive Information
No. of borrowers Received Subordinations: Real Estate Purposes	Count the number of borrowers who received a subordination agreement for which the loan or request was for real estate type purposes. The security subordinated could be real estate or chattels. This count is based on the purpose of the subordination, and not on what security was subordinated. If the subordination is for real estate and operating purposes, count 1 in each field.	The number cannot be more than 999.
Amount (no cents)	Enter the total amount of all subordination agreements that were approved for real estate type purposes. If the subordination is for real estate and operating purposes, count only the amount used for real estate type purposes.	The amount: · cannot be more than 999999999 · must be in whole dollars.
No. of Borrowers Received Subordinations: Operating Purposes	Count the number of borrowers who received a subordination agreement for which the loan or request was for operating type purposes. The security subordinated could be chattels or real estate. This count is based on the purpose of the subordination and not on what security was subordinated. If the subordination is for operating and real estate purposes, count 1 in each field.	The number cannot be more than 999.

Preparing and Producing Report FCMMR (Continued)

H
Entering Data on
Screen UAA92000
(Continued)

Field	Completion Instructions	Restrictive Information
Amount (no cents)	Enter the total amount of all subordination agreements that were approved for operating type purposes. If the subordination is for operating and real estate purposes, count only the amount used for operating type purposes.	The amount: · cannot be more than 999999999 · must be in whole dollars.
No. of Outstanding Supervised Bank Accts.	Count the number of supervised bank accounts that have an open balance at the end of the reporting month.	The number cannot be more than 999.
Amount (no cents)	Enter the total amount of all open balances in supervised bank accounts as of the end of the reporting month.	The amount: · cannot be more than 999999999 · must be in whole dollars.
No. of Loan Checks on Hand End of Month	Count the number of all U.S. Treasury loan checks being held by FSA or an FSA representative, awaiting loan closing or disbursements.	The number cannot be more than 999.
No. of Year-end Analysis Completed	Count the number of yearend analysis completed. A yearend analysis includes actuals for the production year ending, current financial statement, and cash flow for the next production year.	

Preparing and Producing Report FCMMR (Continued)

H
Entering Data on
Screen UAA92000
(Continued)

Field	Completion Instructions	Restrictive Information
No. of County Committee Certifications for Annual Review	Count the number of borrowers for which COC certified that a classification was completed **and** the account was reviewed for graduation. **Note:** This is a new requirement and will not be completed until after the revised FmHA Instruction 2006-W is received.	The number cannot be more than 999.
No. of Borrowers Filed Bankruptcy	Count the number of borrowers who filed bankruptcy from which you were notified during the month being reported.	
No. of Borrowers Discontinuing Farming for financial reasons as a result of Foreclosures Completed by FSA:	Count when the real estate deed or transfer of property was recorded or chattel sale occurred.	The number cannot be more than 999. Only count the borrower 1 time. If there is more than 1 action, select the action that occurred last.
No. of Borrowers Discontinuing Farming for financial reasons as a result of Foreclosures Completed by Other Lienholders:	Count when the foreclosure or chattel sale occurred.	

Preparing and Producing Report FCMMR (Continued)

**H
Entering Data on
Screen UAA92000
(Continued)**

Field	Completion Instructions	Restrictive Information
No. of Borrowers Discontinuing Farming for financial reasons as a result of Bankruptcy Completed:	Count the number of borrowers who discontinued farming by bankruptcy. Count after the borrower is discharged by the bankruptcy court and any property was liquidated by order of the bankruptcy.	The number cannot be more than 999. Only count the borrower 1 time. If there is more than 1 action, select the action that occurred last.
No. of Borrowers Discontinuing Farming for financial reasons as a result of Vol. Conveyance:	Count the number of borrowers who discontinued farming through voluntary conveyance of the security property to FSA. Count when the deed is recorded.	
No. of Borrowers Discontinuing Farming for financial reasons as a result of Transfer:	Count the number of borrowers who discontinued farming through transfer and assumption of the FSA debt.	
No. of Borrowers Discontinuing Farming for financial reasons as a result of Vol. Sale:	Count the number of borrowers who discontinued farming and voluntarily liquidated all security property. · Include transfer of title to other lienholders. · Do **not** include assumptions and voluntary conveyances to FSA in this field.	

Preparing and Producing Report FCMMR (Continued)

**I
Screen
UAA92000
Parameters**

The following applies when entering data on Screen UA92000:

·   monthly report data must be entered and submitted no earlier than the first workday and no later than the fifth calendar day following the month being reported

>   **Note:** The first report will contain information for October 1, 1995 through September 30, 1996. Because of the receipt of software and the initial volume required, the first report will be submitted the week of October 13, 1996.

·   report activities that occurred during the monthly reporting period

·   if there is no activity, leave fields blank

>   **Note:** Negative reports are required.

·   PRESS "Field Exit" to advance from 1 field to the next field

>   **Note:** This key is on the right side of the keyboard below the back space key.

·   dollar amounts must be in whole dollars and must not be more than 999999999

·   other required numbers must not be more than 999

·   if characters other than numeric are entered, the error message, "Invalid numeric entry. Please reenter.", will be displayed. .

Preparing and Producing Report FCMMR (Continued)

I
Screen   After data is entered on Screen UAA92000, press 1 of the keys in this table.
UAA92000
Parameters
(Continued)

IF user wants to...	THEN...	Result
select a printer to print Report FCMMR	PRESS "Enter".	The Farm Credit - Printer ID Selection Screen UAA97000 will be displayed. · The default session printer for the system has been established. · See subparagraph J.
end process and return to previous screen	PRESS "Cmd3" or "Cmd7".	Farm Credit Application Main Menu UAA005 will be displayed.

J
Printing Report   After Screen UAA97000 is displayed, take the following action.
FCMMR

Step	Action	Result
1	Enter the printer ID, if the printer selected is other than the default printer.	
2	PRESS "Enter".	Report FCMMR will be printed.

Preparing and Producing Report FCMMR (Continued)

**J
Printing Report
FCMMR
(Continued)**

After Screen UAE93010 displays:

· the message, "REPORT should now be printing on P1", or the printer that was selected at Screen UAA97000

· ENTER "Y" or "N", as follows.

IF another copy of Report FCMMR...	THEN...	Result
is needed	ENTER "Y".	· Report FCMMR will be reprinted for the county that is being processed. · Screen UAE93010 will be redisplayed.
is not needed	ENTER "N".	Menu UAA005 will be redisplayed.

**K
Reviewing
Data on
Report
FCMMR**

After printing Report FCMMR, verify that all data was entered correctly.

· If the data needs to be corrected, follow this table to enter the correct data.

Step	Action	Result
1	On Menu UAA005, ENTER "1".	The input Screen UAA92000 will be displayed with previously entered data.
2	Enter the correct data according to subparagraph H.	The correct data will replace information that is currently displayed on Screen UAA92000.
3	See subparagraphs I and J, to continue this process.	

· If no changes are needed, or if no additional changes need to be made, ENTER "24" on Menu UAA005 to exit System/36.

Preparing and Producing Report FCMMR (Continued)

**L
Transmitting
Report FCMMR**

The System/36 console operator will run the end-of-day process to prepare the file. This process will:

- queue transmission File SSCCCUA1 with all newly entered data

    Note: Replace SS for the State's alpha code and CCC for the County Office's 3-digit code. For example: MO165.

- bundle and transmit the transmission file directly to KCMO.